



**GODDARD SPACE FLIGHT CENTER**  
**Greenbelt, MD 20771-0001**  
**DELIVERY ORDER**

P.O. NO.: S-63045-G  
CALL NO.:  
DATE: 06/13/2002  
TOTAL COMMIT: \$4,157,214.00

DELIVERY SCHEDULE: 09/30/2002 F.O.B. POINT: DESTINATION  
DISCOUNT TERMS: NET 30 CONTRACT NO.: NAS5-98145 PPC: BX B/NC: 031

ACCOUNTING DATA: OBJECT CLASS 2529

| PCN       | JON              | APPROP        | PR DATE    | FUNDS  | BLI   | PC | AMOUNT       |
|-----------|------------------|---------------|------------|--------|-------|----|--------------|
| 201-79032 | 200-992-88-01-88 | 802/30110(02) | 06/13/2002 | DIRECT | A5-01 | 1C | 2,750,000.00 |

|               | NAME             | CODE  | PHONE | SUGGESTED SOURCE:<br>INTELLISOURCE/ACS |
|---------------|------------------|-------|-------|--|
| INITIATOR     | SHERRIE WOOD     | 201.0 | 68991 |  |
| TECHNICAL REP | MARK SILVERSTEIN | 290.0 | 68323 |  |
| RESOURCE REP  | SHERRIE WOOD     | 201.0 | 68991 |  |
| ACCEPTANCE BY |                  |       |       |  |

DELIVER TO: SHERRIE WOOD  
Code 201.0  
RECEIVING AND INSPECTION  
BLDG. 16W, CODE 239  
Bldg. 12 Room C112  
GREENBELT, MD 20771

ACCEPTANCE WILL BE MADE WITHIN 7 CAL/DAYS AFTER DELIVERY SUGGESTED DELIVERY DATE: 06/21/2002

| REQUIRED APPROVALS          | SPECIAL APPROVALS |
|-----------------------------|-------------------|
| TRACI KING 201.0 06/13/2002 |                   |
|                             |                   |
|                             |                   |

| ITEM | SUPPLIES AND OR SERVICES  | QUANTITY | UNIT | UNIT PRICE     | AMOUNT         |
|------|---|----------|------|----------------|----------------|
| 1    | THIS DELIVERY ORDER IS FOR COMPREHENSIVE DESKTOP COMPUTER SERVICES, SERVER SERVICES, AND INTRA-CENTER COMMUNICATION SERVICES FOR THE GODDARD SPACE FLIGHT CENTER (GSFC) INCLUDING THE WALLOPS FLIGHT FACILITY (WFF) AND GISS COVERED IN THE ODIN CONTRACT. ADDITIONAL TERMS AND ATTACHMENTS TO THIS DELIVERY ORDER ARE ENCLOSED.<br><br>SEE ATTACHED FOR ADDITIONAL TERMS | 1        | EA.  | \$2,750,000.00 | \$2,750,000.00 |

CERTIFIED FOR DEFENSE USE DPAS (15 CRF 350) DOC9 TOTAL \$2,750,000.00

TO CONTRACTOR:

INTELLISOURCE/ACS  
ATTN: SHARENE FRANCIS  
ONE CURIE COURT  
ROCKVILLE MD 20850

CONTRACTING OFFICER:

Karen M Smith

*Doris Wood for*  
Signature

6/20/02  
Date



**GODDARD SPACE FLIGHT CENTER**  
**Greenbelt, MD 20771-0001**  
**ADDITIONAL TERMS**

**S-63045-G**

**NO CHANGES ARE TO BE MADE TO THIS PURCHASE ORDER WITHOUT  
THE PROPER AUTHORIZATION FROM GSFC PROCUREMENT.**

**CONTRACTUAL INQUIRIES SHOULD BE DIRECTED TO MICHELLE DELANEY  
CODE 213.0, GSFC, GREENBELT, MD 20771, PHONE (301)286-6303  
OR FAX 301-286-1654, [mdelaney@pop200.gsfc.nasa.gov](mailto:mdelaney@pop200.gsfc.nasa.gov)**

**NFS CLAUSE 18-52.225-70, EXPORT LICENSES (FEB 2000) IS INCORPORATED BY  
REFERENCE. INSERT 'ANY GOVERNMENT INSTALLATION' IN PARAGRAPH (B).**

This delivery order is for comprehensive desktop computer services, server services, and intra-center communication services for the Goddard Space Flight Center (GSFC) including the Wallops Flight Facility (WFF) and GISS covered in the ODIN contract.

#### **1. PERIOD OF PERFORMANCE**

The period of performance for this delivery order is for a 3-month period from July 1, 2002 through September 31, 2002.

#### **2. QUANTITIES ORDERED**

The total quantities ordered under this delivery order are contained in the On-Line Delivery Order (ODO) dated July 1, 2001, and is priced in accordance with Attachment A to this document. The ODO is incorporated by reference.

#### **3. DELIVERY ORDER VALUE**

The total value of this delivery order is \$2,750,000.

The value established above includes a monthly price increase of 45% and shall be applied to the gross monthly invoice amount before deduction of the retainage pools. The outage credits however, shall only be applied to the gross monthly invoice amount.

#### **4. CUSTOMER SATISFICATION**

The Customer Satisfaction Metric is 90%.

#### **5. PERFORMANCE RATINGS**

The Independent Verification and Validation (IV&V) performance profile ratings are contained in Attachment B.

#### **6. ASSET TRANSITION**

The asset transition value shall be negotiated within 30 days of the delivery order effective date.

#### **7. RETURN TO SERVICE**

The Return to Service surcharge is \$348. This is a fixed amount for the Restore to Baseline configuration in accordance with Section C.5.5.3 of the Master Contract.

#### **8. SECURITY UPLIFT**

In accordance with Master Contract Section A.1.15 and C.5.9.6, the contractor shall uplift any seat to a classified (Secure) level. The surcharge for this requirement is 1% of the seat price.

#### **9. SERVER FILE SPACE**

Server file space per user shall be defined as 100 Megabytes per user as referenced in Master Contract section E.3.1.15.

## **10. TECHNICAL REPRESENTATIVE**

The Delivery Order Contracting Officer's Technical Representative (DOCOTR) is Mark Silverstein, Code 290, at 301-286-8323.

## **11. LOCAL BACKUP AND RESTORE**

Service Level: Basic

Service Characteristic: Weekly Backup of all user data files on the local hard drive (excluding application programs and OS files)

Price: \$20/month

Service Level: Regular

Service Characteristic: Daily Backup of all user data files on the local hard drive (excluding application programs and OS files)

Price: \$60/month

Basic and Regular Backups are incremental once the initial backup is complete.

Service Level: Enhanced

Service Characteristic: Daily Backup of entire local disk

Price: \$85/month

## **12. DELIVERY TIME FOR NEW SEATS**

The delivery time for a new desktop seat is 10-15 business days after DOCOTR approval of the new seat order.

## **13. CRITICAL ESCALATION PRICE**

C.5.9.4.2 of Contract NAS5-98145 allows for up to 1% of all problem calls to be escalated to priority service in accordance with the established procedure. If the Government exceeds the allotted amount, we agree to pay \$125 per incident. The Contractor shall include these charges on the monthly invoice, charged to the appropriate Division.

## **14. MINIMUM SERVICE LEVELS**

The minimum service levels for the GP1, GP2, GP3, and SE1 seat are as follows:

- Hardware maintenance
- System Software maintenance
- ODIN Application Software
- ODIN Application Software maintenance

The minimum service levels for the SE2 and SE3 seats are as follows:

- Hardware maintenance
- System Software maintenance

In addition, the optional service levels with each of these services must be selected in a consistent manner (e.g., a GP1 user selects the Premium service level for each of the four services.)

However, there may be circumstances where a user's requirements may dictate that the user needs to opt out of some or all of these services. A waiver request will be initiated if a mutual agreement can not be negotiated with the Contractor, the DOCOTR, and the user.

## **15. STORAGE VOLUME**

Service Description: Provide server storage space on ODIN provided server.

| <u>Service Levels</u> | <u>Typical Service Characteristic</u> |
|-----------------------|---------------------------------------|
| None                  | No server space                       |
| Basic                 | 50 MB of server space                 |
| Regular               | 500 MB of server space                |
| Premium               | 5 GB of server space                  |
| Enhanced              | 25 GB of server space                 |
| Enhanced Plus         | 50 GB of server space                 |

## **16. PCELL SEAT**

The monthly price for the cell phone is \$58.06. The standard features are as follows:

Call waiting  
Caller ID  
Call detail  
Three-way calling  
Voice mail  
500 minutes a month within the Sprint PCS network including roaming  
Restore to Service: Regular  
Voice mail  
Overage Fee: \$0.45/minute over 500 minutes/month  
Accessories and replacement batteries will be available via the catalog

Hardware will meet or exceed current specifications.

## **17. STANDARD SOFTWARE LOAD**

The following products receive full ODIN support as Triage Level 1 software: Microsoft Office, Netscape Communicator, McAfee Virus Scan/Virex, Eudora Pro, and Computrace.

## **18. MOVES, ADDS, CHANGES (MAC)**

In addition to the requirements in Contract Section E.3.1.8, Moves, Adds, Changes (MAC), the following definitions apply: (a) A move is defined as de-installation, move and re-installation of system hardware. (b) Virtual moves do not count in computing the total number of moves included in the service levels. A virtual move is one that does NOT require a physical dispatch of a technician or analyst. (c) Moves are aggregated by service, for example, average of one move per year for each "seat" type in each of these categories: desktop, server, and communications services. (d) Wiring needed to provide connectivity to a seat is included in the seat price provided the basic infrastructure is in place to support it.

In addition, the Contractor shall provide resources or analysis to aid the customer in determining which hardware and software purchased from another source, other than ODIN is compatible with the existing system. The Contractor shall install the item only if the installation does not make the machine unstable or destroy existing functionality. The desk side visit will count as a move, add or change.

## **19. DATA REQUIREMENTS DOCUMENTS (DRD)**

This delivery order incorporates the following Data Requirements Documents: "Lost and Stolen Property Report", DRD - 6 and "Invoice and Supporting Report Data", DRD-7 as shown in Attachments C and D to this delivery order.

## **20. ENHANCED SYSTEM ADMINISTRATION SERVICE LEVEL**

Contract Section E.3.1.13 of the Master Contract is augmented to include the following definition and price to Enhanced System Administration:

### **Enhanced Systems Administration Service Level**

In addition to the services included in the System Administration service level, the Enhanced Systems Administration service level will provide the following services that would normally be provided by a dedicated systems administrator:

Service Requests would be placed through the IntelliCenter for tracking purposes. The assigned technician would be responsible for daily support activities, seat configuration management and security assessments. Application/operating system updates and the implementation of security patches/fixes would be coordinated and implemented within a master schedule for the overall program at GSFC. Standard configuration of the environment would follow ODIN guidelines for network and desktop configuration. Requirements that do not interfere with the basic operability of the Seat would be supported such as:

- Desk side response within 30 minutes
- Dual boot systems will be supported
- Local, customized backup, restore, and archive service
- Site specific license management for Triage 3 applications
- Direct on-site user education and assistance
- Site-specific consistent system configurations
- Site-specific system documentation
- Desk side system administration functions to support the installation and effective execution of organizational specific applications
- Daily system monitoring
- System-level performance monitoring, tuning and optimization

- Site-specific client-server and network configuration management
- Deskside per system account management (e.g. create, lock, remove IDs)
- Site-specific peripheral management (e.g. custom partitioning disks, regular periodic defragmentation of disks, regular, periodic cleaning of tape units, etc).
- Web server and installation and administration and web-site management
- Address ongoing and emerging life cycle system administration issues for the installed computing environment
- Perform capacity planning and site architecture to optimize use of information technology resources
- Web server and installation and administration and web-site management
- Address ongoing and emerging life cycle system administration issues for the installed computing environment
- Perform capacity planning and site architecture to optimize use of information technology resources

A minimum of 35 full seats within a building may choose dedicated support. If less than 35 seats require this service, they will be charged at the 35 full seat minimum.

### **Pricing**

Costs incurred will be included in the standard Monthly Invoice based on the monthly cost of enhanced systems administration. Seat groupings may combine into multiple organizations within a building or a single organization with 35 or more full seats housed in a maximum of two adjacent buildings may choose this service level. Pricing is per seat after the minimum of 35 seats is met.

| Seat Type                          | Price     | Number of Seats | Monthly Total |
|------------------------------------|-----------|-----------------|---------------|
| Enhanced Systems Administration    | \$ 183.00 | 35 (minimum)    | \$ 6,405.00   |
| - Seat groupings over 35; per seat | \$ 183.00 | +1              | Add \$ 183.00 |

## **21. LIGHTWEIGHT LAPTOP AND DOCKING STATION**

The following service levels are added to this delivery order as defined and priced below:

- A) \$25.00 per unit for the Light Weight Laptop.
- B) \$10.00 per unit for the Docking Station.

### **Platform Performance Specifications For PC and Macs**

PC Lightweight laptop  
Lightweight Laptop - Mid-level 85%

Macintosh thin laptop  
Lightweight Laptop - High-level 100%

### **General Requirements**

The following applies to the lightweight laptop seats:

- Rechargeable batteries are included under the lightweight laptop seats.



- The lightweight laptop seats shall come with a carrying case.
- The lightweight laptop will come with a modem, and a NIC card.

### **PC Lightweight Laptop Seat**

A PC lightweight laptop is a new service level option. The base lightweight PC laptop shall not exceed 3.5 lbs in weight (the weight does not include the floppy drive or CD-ROM Drive). Laptop computer components shall also include the following: computer components, (i.e., processor, motherboard, ram, hard-disk, screen, keyboard and mouse), integrated card bus slots, both a floppy drive and a CD-ROM Drive, system battery, and all features and functionality of the laptop platform and commercially-available lightweight/ultra portable laptops, including, at a minimum, processor, display, full function keyboard, modem, hard disk and connection for external peripherals.

### **The Macintosh Thin Laptop**

If available, the Macintosh thin laptop shall not exceed 1 inch in thickness. Base laptop computer components shall include: processor, motherboard, ram, hard-disk, at least 15.2 inch wide screen display, keyboard, mouse, integrated card bus slots, floppy drive, CD-ROM Drive, 1 system battery, and connection for external peripherals.

### **GP3 Docking Station**

The docking station shall be an option on lightweight laptop seats. The docking station shall include a mouse, a keyboard, and monitor. All components of the docking station shall be tech refreshed with the lightweight laptop seat (if this option is selected).

If a docking station is not commercially available a monitor, keyboard, and mouse shall be supplied by the Contractor.

22. Notwithstanding the requirements of Contract NAS5-98145, the following additional FAR and NFS clauses are incorporated into this Delivery order by reference. These clauses are modified where required to reflect the following changes or fill-ins:

#### **22a) 1852.245-71 INSTALLATION – ACCOUNTABLE GOVERNMENT PROPERTY (June 1998)**

##### **Alternate I (March 1989)**

- Contract Section A.1.14 identifies the Contractor user responsibilities for paragraph (a) of clause 1852.245-71

#### **22b) 1852.245-73 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (August 2001)**

#### **22c) 1852.245-77 LIST OF INSTALLATION – ACCOUNTABLE PROPERTY AND SERVICES (July 1997)**

- Paragraph (b) (1) of clause 1852.245-77 is modified to include the List of Installation – Accountable Government Property in Attachment D.
- The property or services identified in paragraphs (c) and (j) of clause 1852.245-77 are not authorized under this delivery order.



**22d) 1852.215-85 OMBUDSMAN (JUNE 2000) Alternate 1 (JUNE 2000)** is incorporated by reference with the following fill-in at paragraph B, William Townsend, NASA/GSFC, Code 100, Bldg. 8, Rm. 600, Greenbelt Road, Greenbelt, MD, 20771, Phone:(301) 286-5066, Facsimile (301) 286-1714, Email Address: William.F.Townsend.1@gsfc.nasa.gov

**22e) 1852.204-74 CENTRAL CONTRACTOR REGISTRATION (AUGUST 2000)** is incorporated by reference.

**22f) 1852.223-70 SAFETY AND HEALTH (MAY 2001)** is incorporated by reference.

**22g) 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY (MAY 2001)**

**22h) 1852.242-72 Observance of Legal Holidays (AUGUST 1992)**

**23.** Notwithstanding the requirements of Contract NAS5-98145, the following GSFC clauses are incorporated into this Delivery Order:

**23a) GSFC 52.211-95 GOVERNMENT PREMISES--COMPLIANCE WITH PROCEDURES (NOV 1999)**

(a) Compliance with procedures. While on Government premises, the Contractor shall comply with established requirements governing the conduct of personnel and the operation of the facility. These requirements are set forth in NASA-wide or local installation management instructions, handbooks, or announcements. The following cover many of the requirements that must be met by Contractors utilizing GSFC facilities:

|            |   |
|------------|---|
| GMI 1040.5 | GSFC Emergency Management Program                                 |
| GMI 1040.6 | GSFC Emergency Management Plan                                    |
| GMI 1152.9 | Facilities Coordination Committee                                 |
| GHB 1600.1 | Security Manual   |
| GMI 1700.2 | GSFC Health and Safety Program                                    |
| GMI 1772.1 | Center Smoking Policy   |
| GMI 1780.1 | GSFC Confined Space Policy  |
| GHB 1790.1 | Chemical Hygiene Plan   |
| GMI 2540.2 | Administrative Communications, Facilities, Equipment and Services |
| GHB 8800.2 | GSFC Environmental Handbook                                       |
| GMI 8840.1 | Center Paper Recycling Program                                    |

Center Announcement No. 90-59--Contractor Business Use of Official Mail and of the Mail Services Center.

Copies of the current issuances may be obtained at [http://gdms.gsfc.nasa.gov/gdms/plsql/menu\\_guest](http://gdms.gsfc.nasa.gov/gdms/plsql/menu_guest) or from the Contracting Officer. The above list may be modified by the Contracting Officer to include additional issuances pertaining to the conduct of personnel and the operation of the facility.

(b) Telephone usage certification. If the installation provided property and services listed in NASA FAR Supplement clause 1852.245-77 includes the use of telephones, the Contractor

shall provide an annual certification that all such usage was in accordance with GHB 2540.2, "GSFC Administrative Communications Facilities, Equipment and Services". This certification shall be made in January of each year covering the preceding calendar year and at the conclusion of the Contractor's efforts onsite at the GSFC. The certification shall be submitted to the Contracting Officer with a copy to the Customer Interface Branch, Code 294.

(End of clause)

### **23b) GSFC 52.203-91 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION**

(a) NASA may find it necessary to release information submitted by the Contractor, either in response to this solicitation or pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of this proposal, or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to, the following:

(1) To other Agency Contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the evaluation, the award or the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to NASA's technical evaluation panels;

(2) To NASA Contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting Contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract).

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

(End of clause)

### **23c) GSFC 52.204-99 ONSITE PERSONNEL--REPORTING REQUIREMENTS AND CHECKOUT**

## **PROCEDURES (SEPT 1999)**

(a) **LISTS.** The Goddard Space Flight Center maintains a Locator and Information Services Tracking System (LISTS). The LISTS contains work and home location and contact information for personnel located onsite for a planned period of more than six months and for all personnel that have permanent NASA/GSFC Identification Badges, regardless of duty location.

(b) **Form 24-27.** The Contractor must complete and submit a GSFC Form 24-27, "LISTS Data and Badge and Decal Information" for each employee that meets the conditions in paragraph (a) of this clause. The instructions for completing the form are contained in GSFC Form 24-27a. These forms are available from GSFC stores stock. The GSFC Form 24-27 shall be submitted to the Delivery Order Contracting Officer's Technical Representative (DOCOTR). The DOCOTR will review the form(s) for accuracy and completeness and resolve any housing or access issues and return the approved form to the Contractor. The Contractor shall forward the approved form(s) to the GSFC Security Branch, Code 205.1, for data entry into the LISTS and to obtain appropriate badge(s) for the Contractor employee(s). The Contractor may contact the LISTS Manager, Institutional Support Office, Code 201, 301-286-2306, for assistance regarding the LIST System.

(c) **Monthly report.** The Contractor shall submit a monthly annotated LISTS Report. The GSFC LISTS Manager, Code 201, will furnish a LISTS print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report to correct and update the information. This shall include a "mark out" of those employees who are no longer employed by the Contractor or no longer meet the conditions of paragraph (a) of this clause. Any additional employees that meet the conditions in paragraph (a) shall be entered on the report, including the date the GSFC Form 24-27 for each such employee was submitted to the GSFC Security Branch. The annotated LISTS Report shall be submitted to the DOCOTR, the GSFC Security Branch, Code 205.1, and to the LISTS Manager, Code 201, by the 10th calendar day of the month.

(d) **Checkout Procedures.** The Contractor shall ensure that all Contractor personnel that have NASA/GSFC issued identification, keys or other property that leave its employ or that no longer will be working onsite, process out through the GSFC Security Branch, Code 205.1 and return all such property.

If not accomplished by the employee, the Contractor shall take action to ensure its accomplishment no later than 30 days after the employee's departure.

(End of clause)

**24. Clause 52.222-37 EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA (JAN 1999)** is also incorporated by reference.

## **25. EIT ACCESSIBILITY STANDARDS**

This delivery order requires that applicable Electronic and Information Technology can be accessed and used by people with disabilities in accordance with Section 508 of the

Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194), unless an exception under these regulations apply.

## **26. Property Management Clause**

- a) The Contractor shall notify the appropriate property custodian when Government-owned equipment is replaced with ODIN-owned equipment; is moved to a new location; or is removed for maintenance or repairs.
- b) The Contractor is not required to track Government-owned equipment in the NASA Equipment Management System (NEMS).
- c) All ODIN-owned equipment shall be tagged as an ODIN asset prior to being delivered to a customer.
- d) The Contractor is not required to clean Government-owned computer hard drives except if an organization opts to continue using the equipment and requests the Contractor to clean the hard drive.
- e) Contractor-owned equipment shall be cleaned in accordance with their disk cleaning procedure as approved by the GSFC IT Security Manager (ITSM).
- f) If a computer will not boot up and the Contractor determines that not workable solution is available, the Contractor shall remove and destroy the hard drive prior to replacement.
- g) The Contractor shall submit a Report of Survey (NASA Form 589) for any Government-owned asset that is lost while in its possession.
- h) The Contractor shall work closely with the losing organization's management and property custodian in the event an ODIN-owned asset is lost. In the case of suspected theft, the Contractor shall notify GSFC Security immediately.
- i) The Contractor shall provide a list of all ODIN-owned assets that were lost or stolen during the previous month. The reporting requirements are defined in DRD 6 of this Delivery Order.
- j) The Contractor shall provide a list of all the ODIN-managed, Government-owned equipment that was moved by the Contractor each month. This report shall be sent to the GSFC SEMO/Code 235 on a monthly basis.

**27. Attachment E – Safety & Health Plan** is incorporated.

**28. Attachment F – Subcontracting Plan** is incorporated.

**Attachment A**  
Unit Price Per Service

| <u>Seat Type</u> | <u>DO1 Cost</u> |
|------------------|-----------------|
| GP1 PC           | \$ 179.11       |
| GP1 Mac          | \$ 182.55       |
| GP2 PC           | \$ 194.00       |
| GP2 Mac          | \$ 216.32       |
| GP3 PC           | \$ 217.34       |
| GP3 Mac          | \$ 294.98       |
| SE1 PC           | \$ 208.30       |
| SE1 Mac          | \$ 217.20       |
| SE1 Unix         | \$ 742.26       |
| SE2 PC           | \$ 208.99       |
| SE2 Mac          | \$ 217.35       |
| SE2 Unix         | \$ 651.67       |
| SE3 Unix         | \$ 877.42       |
|                  |                 |
| Lan 1            | \$ 11.26        |
| Lan 2            | \$ 21.74        |
| Lan 3            | \$ 66.68        |
|                  |                 |
| NAD              | \$ 12.00        |
|                  |                 |
| APP1             | \$ 39.08        |
| COMP1            | \$ 90.98        |
| FILE1            | \$ 39.08        |
| WEB1             | \$ 29.65        |
|                  |                 |
| Fax 1            | \$ 20.00        |
| Fax 2            | \$ 42.33        |
| Fax 3            | \$ 150.00       |

Pcell               \$     58.06

RC1               \$     15.16

**Attachment D**  
**List of Installation – Accountable Government Property**

| <b>ODIN Supported Government Owned Servers and Attached or Associated Equipment</b> |                   |                   |                 |             |                       |
|---|-------------------|-------------------|-----------------|-------------|-----------------------|
| <b>Server Name</b>  | <b>IP Address</b> | <b>ECN Number</b> | <b>Building</b> | <b>Room</b> | <b>Function</b>       |
| GSFC-BDC17  | 128.183.68.197    | 1701489           | 1a              | ---         | BDC, Authentication   |
| GSFC-PDC  | 128.183.73.166    | 1948215           | 1a              | ---         | PDC, Authentication   |
| GSFC-EMS-MBS01  | 128.183.73.150    | 1945154           | 18              | S100        | PDC, Exchange         |
| GSFC-Odinhome3  | 128.183.70.111    | 1948508           | 1a              | ---         | File                  |
| GSFC-Odinpub1   | 128.183.74.167    | 1816275           | 1a              | ---         | File                  |
| Odin-Web  | 128.183.13.20     | 1948216           | 1               | 049         | Web                   |
| GSFC-Hera   | 128.183.13.29     | 1944207           | 1               | 049         | Web                   |
| GSFCSMS1  | 128.183.73.152    | 1757192           | 1a              | ---         | SMS                   |
| GSFC-Viper  | 128.183.68.97     | 1942287           | 1a              | ---         | File, Print           |
| Citrimax  | 128.183.74.192    | 2037081           | 1a              | ---         | Terminal Server       |
| Pegasus   | 128.183.72.26     | 1418862           | 18              | S100        | Domain Controller     |
| GSFC-Mercury  | 128.183.196.220   | 1943496           | 8               | N41         | File, Print           |
| GSFC-CFO  | 128.183.196.156   | 1823528           | 8               | N41         | BDC, File, Print, Web |
| GSFC-Zeus   | 128.183.131.83    | 1823478           | 1a              | ---         | PDC, File             |

|               |               |         |    |     |             |
|---------------|---------------|---------|----|-----|-------------|
| GSFC-Lexus    | 128.183.69.52 | 1948515 | 1a | --- | File, Print |
| GSFC-Cadillac | 128.183.70.0  | 1812751 | 1a | --- | File, Print |



# **ODIN Supported Government Owned Servers and Attached or Associated Equipment**

| <b>Device</b> |  | <b>ECN Number</b> | <b>Building</b> | <b>Room</b> | <b>Function</b>  |
|---------------|--|-------------------|-----------------|-------------|------------------|
| Monitor       |  | 1416237           | 1A              | ---         | GSFC PDC         |
| Monitor       |  | 1415531           | 1A              | ---         | Odin Enterprise  |
| Monitor       |  | 1345179           | 1A              | ---         | IDLE             |
| Monitor       |  | 1530776           | 1A              | ---         | Large Arc Server |
| Monitor       |  | 1523478           | 1A              | ---         | Arc Server       |
| Monitor       |  | 1943497           | 8               | N41         | GSFC- Mercury    |
| Monitor       |  | 1757393           | 8               | N41         | GSFC-CFO         |
| Monitor       |  | 1420682           | 18              | S100        | PEGASUS          |
| Monitor       |  | 1945153           | 18              | S100        |                  |
| Monitor       |  | 1415534           | 18              | S100        |                  |
| Monitor       |  | 1523534           | 18              | S100        |                  |
|               |  |                   |                 |             |                  |
| CPU           |  | 1701483           | 1A              | ---         | Blues Sky 1      |
| CPU           |  | 1529149           | 1A              | ---         | S400A            |
| CPU           |  | 1529150           | 1A              | ---         | ODIN NT SERVER 3 |
| CPU           |  | 1528400           | 1A              | ---         |                  |
| CPU           |  | 1700291           | 1A              | ---         | MORSE            |
| CPU           |  | 1948204           | 18              | S100        | GSFCW2KDC1       |
| CPU           |  | 1948094           | 18              | S100        | GSFCNASADC1      |

|               |  |         |    |      |   |
|---------------|--|---------|----|------|---|
| CPU           |  | 1944901 | 18 | S100 | GSFCNASADC2   |
| CPU           |  | 1945155 | 18 | S100 | Unknown   |
|               |  |         |    |      |   |
| Other Devices |  | 2032558 | 1A | ---  | 2200 XL APC UPS attached to ODIN Enterprise Server and Meeting maker RACK |
| Other Devices |  | 1944984 | 1A | ---  | LAN Management System Switch  |
| Other Devices |  | 1951564 | 1A | ---  | LACIE Storage (LEXUS)   |
| Other Devices |  | 1951565 | 1A | ---  | LACIE Storage (LEXUS)   |
| Other Devices |  | 1818794 | 1A | ---  | GSFCCDROM SERV2   |
| Other Devices |  | 1818582 | 1A | ---  | GSFCCDROM SERV1   |
| Other Devices |  | 1947402 | 1A | ---  | Storage Device (VIPER)  |
| Other Devices |  | 1812629 | 1A | ---  | Storage Device (VIPER)  |
| Other Devices |  | 133899  | 8  | N41  | Printer in N41  |
|               |  |         |    |      |   |

| ECN     | System Description             | Location                      |
|---------|--------------------------------|-------------------------------|
| 2032565 | REPEATER-INTERFACE UNIT, COMMU | B12 Room E132 and E032,034,36 |
| 1823045 | COMPUTER, MICRO                | B12 Room E132 and E032        |
| 1823545 | COMPUTER, MICRO                | B12 Room E132 and E032        |
| 1420696 | COMPUTER, MICRO                | B12 Room E132 and E032        |
| 1420704 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1823548 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032        |
| 1421591 | COMPUTER, MICRO                | B12 Room E132 and E032        |
| 1336641 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032        |
| 1528731 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1522316 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1943141 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1421592 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1421593 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1345026 | TERMINAL, DATA PROCESSING      | B12 Room E132 and E032        |
| 1528732 | DISK DRIVE UNIT                | B12 Room E132 and E032        |
| 1523510 | DISPLAY UNIT                   | B12 Room E132 and E032        |
| 1518694 | COMPUTER, MICRO                | B12 Room E132 and E032        |

|         |                                |                        |
|---------|--------------------------------|------------------------|
| 1518699 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1518700 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1518751 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1518752 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1340804 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1097137 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1097138 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1337907 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1417996 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1417998 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1701532 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1701536 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1701538 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1701540 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1750737 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1873178 | COMPUTER, MINI                 | B12 Room E132 and E032 |
| 1610896 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1610994 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1337909 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1337911 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1755635 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1191604 | COMPUTER, MAINFRAME            | B12 Room E132 and E032 |
| 1193161 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1337912 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1953904 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1823046 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1823047 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1823498 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1420703 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1754734 | INTERFACE UNIT, COMMUNICATIONS | B12 Room E132 and E032 |
| 1523958 | ETHERNET HUB                   | B12 Room E132 and E032 |
| 1518697 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1340802 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1105236 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1753062 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1337910 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1415530 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1942131 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| G041175 | TELEVISION                     | B12 Room E132 and E032 |
| 2032371 | SWITCHING SET, COMMUNICATIONS  | B12 Room E132 and E032 |
| 2032373 | SWITCHING SET, COMMUNICATIONS  | B12 Room E132 and E032 |
| 2032375 | SWITCHING SET, COMMUNICATIONS  | B12 Room E132 and E032 |
| 1813227 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| G038093 | MONITOR, NETWORK               | B12 Room E132 and E032 |
| 1823048 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1420697 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1530193 | CONCENTRATOR, FIBER HUB        | B12 Room E132 and E032 |
| 1530194 | CONCENTRATOR, FIBER HUB        | B12 Room E132 and E032 |
| 1528362 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1337242 | ANALYZER PORTABLE              | B12 Room E132 and E032 |
| 1813218 | PRINTER, ADP, LASER            | B12 Room E132 and E032 |

|         |                                |                        |
|---------|--------------------------------|------------------------|
| 182541  | RACK STORAGE                   | B12 Room E132 and E032 |
| 2032548 | SWITCHING SET, COMMUNICATIONS  | B12 Room E132 and E032 |
| 1519611 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1813507 | INTERFACE UNIT, COMMUNICATIONS | B12 Room E132 and E032 |
| 2037016 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1527627 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1337815 | PRINTER, ADP, LASER            | B12 Room E132 and E032 |
| 1525010 | FAULT LOCATOR, FIBER OPTIC CAB | B12 Room E132 and E032 |
| 1498724 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1822873 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1345330 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 43194   | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 43195   | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 24567   | RADIO, PORTABLE                | B12 Room E132 and E032 |
| 1523513 | DISK DRIVE UNIT                | B12 Room E132 and E032 |
| 1643311 | RECEIVER-TRANSMITER, RADIO     | B12 Room E132 and E032 |
| 1600433 | RECEIVER-TRANSMITER, RADIO     | B12 Room E132 and E032 |
| 1524250 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1524251 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1524257 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1945429 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1945431 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1518695 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1524650 | ETHERNET HUB                   | B12 Room E132 and E032 |
| 1529017 | POWER SUPPLY                   | B12 Room E132 and E032 |
| 1528874 | SIGNAL INJECTOR                | B12 Room E132 and E032 |
| 1103622 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1608661 | FACSIMILE SET                  | B12 Room E132 and E032 |
| 1700263 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1700265 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1417997 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1419118 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1949312 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1949314 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1752547 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 43834   | OPTICAL READER, DATA ENTRY     | B12 Room E132 and E032 |
| 1753520 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1753613 | MONITOR, ETHERNET              | B12 Room E132 and E032 |
| 1753615 | MONITOR, ETHERNET              | B12 Room E132 and E032 |
| 1755163 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1755165 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1191562 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1191563 | TRANSPORT, MAGNETIC TAPE       | B12 Room E132 and E032 |
| 1755620 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 24289   | RADIO, PORTABLE                | B12 Room E132 and E032 |
| 1956921 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1950059 | COMPUTER, MICRO                | B12 Room E132 and E032 |
| 1950060 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1950061 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1336754 | DISPLAY UNIT                   | B12 Room E132 and E032 |
| 1949120 | INTERFACE UNIT, COMMUNICATIONS | B12 Room E132 and E032 |

|         |  |                        |
|---------|--|------------------------|
| 1608543 | COMPUTING DEVICE, HANDHELD                                       | B12 Room E132 and E032 |
| 1824857 | PRINTER, ADP, LASER  | B12 Room E132 and E032 |
| 1953905 | COMPUTER, MICRO  | B12 Room E132 and E032 |
| 1822869 | COMPUTER, MICRO  | B12 Room E132 and E032 |
| 1754730 | Hubstack SEHI-24 Cabletron System                                | B12 Room E132 and E032 |
| 1822262 | COMPUTER, MICRO  | B12 Room E132 and E032 |
| 1944986 | DISPLAY UNIT   | B12 Room E132 and E032 |
| 1524251 | NEC Monitor  | B12 Room E132 and E032 |
| 1524257 | Dell Pentium 120 CPU   | B12 Room E132 and E032 |
| 1524256 | Dell XP120 Desktop   | B12 Room E132 and E032 |
| 1755165 | HP 19" Monitor   | B12 Room E132 and E032 |
| 1755163 | HP 9000, HP-UX workstation                                       | B12 Room E132 and E032 |
| 1339573 | Monitor  | B12 Room E132 and E032 |
| 1945431 | 21 inch monitor  | B12 Room E132 and E032 |
| 1823048 | Monitor for SUN workstation                                      | B12 Room E132 and E032 |
| 1417997 | Sun Monitor  | B12 Room E132 and E032 |
| 1518695 | Sun sparc 20   | B12 Room E132 and E032 |
| 1945429 | 21" Monitor  | B12 Room E132 and E032 |
| 1103622 | 19" Monitor  | B12 Room E132 and E032 |
| 1420697 | Sun Sparc 5 Station  | B12 Room E132 and E032 |
| 1643311 | Motorola MTS 2000 Walkie-Talkie                                  | B12 Room E132 and E032 |
| 24289   | <b>Radio on the NASA GSFC frequency</b>                          | B12 Room E132 and E032 |
| 1664394 | serial number 466AXL1893 KIT number NTN7144A                     | B12 Room E132 and E032 |
|         | serial number 466AXL1890 <b>New ECN Number Radio Transmitter</b> | B12 Room E132 and E032 |
| 1664395 | <b>Receiver Tag on 7/11/01</b>                                   |                        |
| 1956921 | <b>Monitor</b>   | B12 Room E132 and E032 |
| 24567   | <b>Radio Transmitter Receiver</b>                                | B12 Room E132 and E032 |
| 1608661 | Fax Machine  | B12 Room E132 and E032 |
| 1700263 | CPU  | B12 Room E132 and E032 |
| 1700265 | Monitor  | B12 Room E132 and E032 |

|         |   |                        |
|---------|---|------------------------|
| 1608543 | COMPUTING DEVICE, HANDHELD                                | B12 Room E132 and E032 |
| 1824857 | PRINTER, ADP, LASER                                       | B12 Room E132 and E032 |
| 1953905 | COMPUTER, MICRO   | B12 Room E132 and E032 |
| 1822869 | COMPUTER, MICRO   | B12 Room E132 and E032 |
| 1754730 | Hubstack SEHI-24 Cabletron System                         | B12 Room E132 and E032 |
| 1822262 | COMPUTER, MICRO   | B12 Room E132 and E032 |
| 1944986 | DISPLAY UNIT  | B12 Room E132 and E032 |
| 1524251 | NEC Monitor   | B12 Room E132 and E032 |
| 1524257 | Dell Pentium 120 CPU                                      | B12 Room E132 and E032 |
| 1524256 | Dell XP120 Desktop  | B12 Room E132 and E032 |
| 1755165 | HP 19" Monitor  | B12 Room E132 and E032 |
| 1755163 | HP 9000, HP-UX workstation                                | B12 Room E132 and E032 |
| 1339573 | Monitor   | B12 Room E132 and E032 |
| 1945431 | 21 inch monitor   | B12 Room E132 and E032 |
| 1823048 | Monitor for SUN workstation                               | B12 Room E132 and E032 |
| 1417997 | Sun Monitor   | B12 Room E132 and E032 |
| 1518695 | Sun sparc 20  | B12 Room E132 and E032 |
| 1945429 | 21" Monitor   | B12 Room E132 and E032 |
| 1103622 | 19" Monitor   | B12 Room E132 and E032 |
| 1420697 | Sun Sparc 5 Station                                       | B12 Room E132 and E032 |
| 1643311 | Motorola MTS 2000 Walkie-Talkie                           | B12 Room E132 and E032 |
| 24289   | Radio on the NASA GSFC frequency                          | B12 Room E132 and E032 |
| 1664394 | serial number 466AXL1893 KIT number NTN7144A              | B12 Room E132 and E032 |
|         | serial number 466AXL1890 New ECN Number Radio Transmitter | B12 Room E132 and E032 |
| 1664395 | Receiver Tag on 7/11/01                                   | B12 Room E132 and E032 |
| 1956921 | Monitor   | B12 Room E132 and E032 |
| 24567   | Radio Transmitter Receiver                                | B12 Room E132 and E032 |
| 1608661 | Fax Machine   | B12 Room E132 and E032 |
| 1700263 | CPU   | B12 Room E132 and E032 |
| 1700265 | Monitor   | B12 Room E132 and E032 |



## **Attachment E (SAMPLE)**

### **CONTRACTOR SAFETY AND HEALTH PLAN CONTENTS**

The sections below are provided to assist the Contractor in the preparation of a comprehensive safety and health plan. In preparing the plan, the Contractor should provide all the information requested in each section and incorporate the required statements and clauses directly into their plan. **The scope of work and exposure to recognized hazards should govern the detail and complexity of the Contractor's safety and health plan.**

This plan must also address safety and health for subcontractor employees for any proposed subcontract whose value is expected to exceed \$500,000, including commercial services and services provided in support of a commercial item.

In order for NASA to understand the Contractor's method for compliance with pertinent NASA policies and requirements and Federal, State, and local regulations for safety, health, fire protection, and environmental protection, the Contractor shall develop and implement a safety and health program.

If the place of performance of work under this contract is to be on-site, this plan should assure the proper **integration** of the on-site Contractor as a full participant in the Center's Safety and Health Program.

This plan, as approved by the contracting officer, will be included in any resulting contract.

#### **Section 1. Safety Program Management**

- 1.1 Policy.** Provide the Contractor's corporate safety and health policy statement.
- 1.2 Goals and Objectives.** Describe specific safety and health goals and objectives. Identify if the Contractor is part of OSHA's Voluntary Protection Program (VPP). If not, discuss how the Contractor is using OSHA's Performance Evaluation Profile (PEP) as safety performance criteria.
- 1.3 Management Leadership.** Describe management's procedures for implementing its commitment to safety and health through visible management activities. Discuss processes and procedures for making this visible in all contract and subcontract activities and products.
- 1.4 Employee Involvement.** Describe how employees are involved in safety and health program development, implementation, and decision-making processes.
- 1.5 Responsibility.** Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. Also identify the following:
  - a. Safety Representative.** Identify by title the individual who will be responsible for the Contractor's adherence to Center-wide safety, health, fire protection and environmental concerns and goals, and who will participate in activities related to the Center's Safety and Health Program.



- b. **Building or area fire warden.** Each building or area occupied by the Contractor shall assign an individual to facilitate the Center's fire safety program to coordinate with GSFC Facility Operations Managers (FOMs) and emergency planning and response officials and their representatives.

**1.6 Provision of Authority.** Describe consistency of the plan with applicable GSFC requirements and contractual direction as well as applicable Federal, State, and local regulations and how this will be maintained throughout the life of the contract.

**1.7 Accountability.** Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful manner. Appropriate examples include the use of traditional and/or innovative personnel management methods such as job performance evaluations, disciplinary measures, awards, etc.

**1.8 Program Evaluation.** Describe the method of conducting an annual, internal safety and health program evaluation. The program evaluation may consist of either (1) participation in OSHA's Performance Evaluation Profile (PEP) survey or (2) a written report that documents procedures for determining the existence of criticality of the Contractor's hazardous operations and products. When a written program evaluation is requested, it will be delivered to the Government no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable.

**1.9 Safety and Health Committees.** Discuss safety and health committee requirements, membership, organizational level, and meeting frequency.

**1.10 Government Access to Contractor Safety and Health Program Documentation.**

Describe approach to document safety and health program performance. Identify what records will be made available to the Government, i.e., logs, records, minutes, procedures, checklists statistics, reports, analyses, notes or other written or electronic documents which contain in whole or in part any subject matter pertinent to safety, health, environmental protection or emergency preparedness. **The Contractor will acknowledge the following as standing requests of the Government to be handled as described below:**

- a. **Material Safety Data Sheets.** Describe the procedure by which the Contractor shall prepare and/or deliver to GSFC, Material Safety Data Sheets (MSDS) for products brought onto Government property or included in its products delivered to the Government. A single copy of each MSDS will be sent upon receipt of the material for use on NASA property to the GSFC Safety and Environmental Branch, Code 205.2 along with the name, address, and telephone extension of the Contractor representative to be contacted for questions or other information.
- b. **Hazardous Materials Inventory.** The Contractor will compile an annual inventory report of all hazardous materials it has located on Government property and which is within the scope of 29 CFR 1910.1200 – Hazard Communication and Federal Standard 313 – Material Safety Data, Transportation Data and Disposal Data for hazardous Materials Furnished to Government Activities, as revised. The call for this **annual** inventory is issued by the Safety and Environmental Branch, Code 205.2. This listing shall provide the following: (1) the identity of the material; (2) the location of the material by building and room; (3) the maximum quantity used, disposed of or otherwise released during the year for each material.

**1.11 Participation.** The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented at the direction of the GSFC Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.

**1.12 Procurement.** Identify procedures used to assure that the Contractor's procurements are reviewed for safety and environmental considerations and that specifications contain appropriate criteria and instructions. In an effort to minimize the exposure of hazardous materials to employees in adjacent areas, the Contractor will substitute non-hazardous or less hazardous materials whenever possible. The Contractor will also apply the latest EPA guidelines to materials purchased under the contract. The latest and most comprehensive listing can be obtained from the Safety and Environmental Branch, Code 205.2.

## **Section 2. Worksite Analysis**

**2.1 Process.** Describe the method by which hazardous conditions/operations within the Contractor's worksite will be identified for the duration of the contract. The identified method should explain the information collection process through the use of surveys, analyses, inspections of the worksite. All hazards on GSFC property will be subject to the review and concurrence of the GSFC Safety and Environmental Branch, Code 205.2, unless otherwise specified. The Contractor is expected to have processes to address similar instances in Contractor facilities utilizing Contractor resources to manage such instances. Describe the procedures and techniques to be used to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments which are performed in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

- a. **Comprehensive Survey.** A "wall-to-wall" engineering assessment of the work site including facilities, equipment, processes, and materials (including waste).
- b. **Change Analysis.** Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and/or GSFC requirements.
- c. **Hazard Analysis.** Addresses facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs.
- d. **Hazard Identification.** List each hazardous operation and/or unique hazard to be performed, and a list of other key operations required or planned in the performance of the contract. GSFC and the Contractor jointly decide which operations are to be considered hazardous, with GSFC as the final authority. Before hazardous operations commence, the Contractor shall submit for GSFC concurrence: (1) written hazardous operations procedures for all hazardous operations; and/or (2) qualification standards or required certifications for personnel involved in hazardous operations.

**2.2 Inspections.** The Contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. **OR** The Contractor can identify procedures or policies with the stipulation that the results of inspections conducted on GSFC property or involving Government property will be documented in safety program evaluations or the quarterly Accident/Incident Summary Reports. Inspections will identify the following:

- a. Discrepancies between observed conditions and current requirements
- b. New (not previously identified) or modified hazards

**2.3 Employee Reports of Hazards.** Identification of methods to encourage employee reports of hazardous conditions or close calls and analyze/abate hazards.

### Section 3 – Mishap Investigation and Record Analysis

**3.1 Mishap Investigation.** Describe accident investigation procedures that will be used to investigate mishaps including corrective actions implemented to prevent recurrence. The Contractor will describe the methods to be used to report and investigate mishaps on GSFC property and on Contractor or third party property. The Contractor shall describe its procedures for implementing the use of GSFC mishap reporting and investigation forms and alternate forms used by the Contractor with emphasis on timely notification to GSFC contracting officer. The Contractor will investigate all work-related mishaps, incidents and close calls, to the extent necessary to determine their causes and provide the contracting officer and the GSFC Safety and Environmental Branch, Code 205.2, a report of the investigative findings and proposed or completed corrective actions. The Contractor will describe procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The Contractor will include appropriate details to address the use of NASA Form 1627 – Mishap Report, including 24-hour and ten day mishap reports to the GSFC Safety and Environmental Office, Code 205.2.

**3.2 Trend Analysis.** Describe approach to performing trend analyses of occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc). Discuss methods to identify and abate common causes indicated by trend analyses. **For each establishment on and off GSFC property that performs work on this contract, the Contractor shall deliver to the Government (under separate Contractor's cover letter) a copy of it's annual summary of occupational injuries and illnesses (or equivalent) as described in 29 Code of Federal Regulations, Subpart 1904.5. If the Contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in acceptable format (loss runs from insurance carrier) can be used.** Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year o be reported (not later than February 15 of the year following).

### Section 4. Hazard Prevention and Control

**4.1 Risk Management.** Describe how the Contractor will routinely examine and analyze hazards associated with individual jobs, operations, processes, etc. Discuss the need for coordination with safety, health and environmental services and emergency authorities at GSFC. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.) **For Hazardous Operations,** establish methods for notification of personnel when hazardous operations are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. GSFC policy will serve as a guide for defining, classifying, and prioritizing hazardous operations. Develop and maintain a list of hazardous operations to be performed during the life of this contract. The list of hazardous operations will be provided to the contracting officer as part of the safety plan for review and approval. Before hazardous operations will commence, the Contractor will develop a schedule to develop written hazardous operations procedures with particular emphasis or identifying the job safety steps required. **Protective Equipment.** Set forth procedures for

obtaining, inspecting and maintaining protective equipment as required, or reference written procedures pertaining to this subject. These procedures will be readily available to personnel as required to correctly perform their duties. **Hazardous Operations Permits.** Identify operations or tasks where hazardous operations permits will be required as specified in GSFC's local requirements. Information on these permits can be obtained from GSFC's Safety and Environmental Branch, Code 205.2. **Operations Involving Ionizing and/or Non-Ionizing Radiation.** All work involving ionizing and/or non-ionizing radiation will be identified and coordinated with the Code 205.2 Radiation Safety Office at 6-8482 **Operations Involving Potential Asbestos Exposures.** Set forth guidance to adhere to GSFC procedures. **Operations Involving Exposures to Toxic or Unhealthful Materials.** Such operations must be evaluated by the GSFC Safety and Environmental Branch, Code 205.2, prior to work. **Hazardous Waste.** Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between Contractor and GSFC for hazardous waste generated throughout the life of the contract. **On-site operations** must be evaluated by GSFC's Environmental Team. **Operations Involving New or Modified Emissions/Discharges to the Environment.** Set forth methods for identifying new or modified emissions/discharges and coordinating results with the GSFC Environmental Team. Set forth procedures to minimize or eliminate environmental pollution. Address management of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by GSFC. Emphasis shall be placed on providing for sufficient lead time for processing permits through appropriate State agency and/or the Environmental Protection Agency.

- 4.2 **Baseline Documentation.** Discuss your responsibilities for maintaining baseline documentation in accordance with Center requirements. The Contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the Contractor's safety and health plan approved by GSFC.
- 4.3 **Preventive Maintenance.** Discuss approach to preventive maintenance. Describe scope, frequency and supporting rationale for any preventive maintenance program including facilities or equipment
- 4.4 **Medical Program.** Discuss your medical surveillance program (if applicable). Discuss approach to cardiopulmonary resuscitation (CPR), first aid, and emergency response.

## Section 5 – Emergency Response

5.1 **Emergency Procedures.** Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental releases, etc. Discuss compliance with 29 CFR 1910.120 HAZWOPER and the role the Contractor will play in the local Incident Command System. Discuss methods to be used for notification of to the GSFC Emergency Console. For **on-site work**, all personnel will comply with the building evacuation plan (which will be made available to the Contractor after contract award).

## Section 6 – Safety and Health Training

6.1 **Training Program.** Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses including protective and/or emergency countermeasures. Address management techniques used to identify and utilize any Center training resources (such as hazard communication, confined space entry, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work

environment on GSFC property. Discuss personnel certification programs. All training materials and training records will be provided for GSFC review on request.

#### REFERENCES:

Public Law 91-596, Occupational Safety and Health Act of 1970  
Title 29 Code of Federal Regulations, Part 1904  
Title 29 Code of Federal Regulations, Part 1910  
Title 29 Code of Federal Regulations, Part 1910.1200 Hazard Communication  
Title 29 Code of Federal Regulations, Part 1926  
Title 29 Code of Federal Regulations, Part 1960

The following NASA regulations can be obtained from <http://nodis>

NPD 8621.1, NASA Mishap Reporting  
NPD 8710.1, Emergency Preparedness Program  
NPD 8710.2, NASA Safety and Health Program Policy  
NPG 5100.4, NASA Federal Acquisition Regulations Supplement  
NPG 8715.1, NASA Safety and Health Handbook  
NPG 8715.3, NASA Safety Manual

## ATTACHMENT F

### SMALL BUSINESS SUBCONTRACTING PLAN

ATTACHMENT B

PERFORMANCE PROFILE RANKINGS



ATTACHMENT C

DATA REQUIREMENTS DOCUMENTS

## ATTACHMENT E

### HEALTH & SAFETY PLAN

ATTACHMENT A

UNIT PRICE PER SERVICE

ATTACHMENT D

LIST OF INSTALLATION – GOVERNMENT ACCOUNTABLE  
PROPERTY